



## Update on Available Municipal Services (Effective May 18, 2020) IMPORTANT COVID-19 INFORMATION FOR TOWN OF EAST GREENWICH

The following steps have been implemented as a part of the [Emergency Declaration](#) passed by the Town Council on Monday, April 13, 2020. Please return to this site often as we will be posting updates as things change in this very dynamic pandemic response.

### UPDATES EFFECTIVE MAY 18, 2020

- May 20 – June 1 Emergency Mail Ballot Period begins May 20<sup>th</sup> for in-person voting at the Town Clerk's office BY APPOINTMENT ONLY (call 886-8603.)
- Planning Department is open. Visitors will be asked to sign-in, answer the COVID-19 screening questions, and keep their nose and mouth covered at all times. Most services available on-line, or via email or phone call. Questions can be directed to 401-886-8645.
- All Administrative Offices are open to the public By Appointment Only (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- All employees and visitors are required to wear face coverings per [Executive Order 20-30](#)

### Senior Center at Swift Community Center (401-886-8669 – 121 Peirce Street)

Given the unique health risks associated with COVID-19 and senior populations, age 60 and over, we have moved to close the Center, effective immediately.

- All programs have been canceled.
- Administrative Offices are open to the public By Appointment Only (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- As of March 17, 2020, the on-site congregate lunch program will be replaced with box lunches, with pre-registration still being required, (pickup and delivery options may be available – call for more information);
- Based on guidance from the Office of Policy and Government Affairs, and the Office of Healthy Aging it has been strongly recommended that municipalities cease group transportation options, due to the social spacing policies that have been implemented.

- Transportation to medical appointments and grocery shopping has been restricted. Individual client trips on various dates/times are being facilitated on a limited basis based on additional statewide travel restrictions.

### **Parks and Recreation (401-886-8626 – 1127 Frenchtown Road)**

To minimize potential exposure to the virus that may be passed from children and adults to more vulnerable populations, we have taken the following interim steps:

- Administrative Offices are open to the public **By Appointment Only** (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- All spring programs have been cancelled.
- Summer program registration postponed until May 26<sup>th</sup> at 11am
- Effective May 9<sup>th</sup>, all Town and School fields, trails and outdoor facilities, except for playgrounds and fitness equipment, are open with restrictions to group sizes of no larger than 5; people must wear masks and keep social distancing of 6 feet.
- Check Town website at <https://www.eastgreenwichri.com/180/Program-Information>
- Follow Town Facebook Page at <https://www.facebook.com/TownofEastGreenwichRI/?ref=bookmarks>
- All outdoor permits for organized field /park /facility use have been withdrawn until further notice; Staff will be in constant communication with League, group and individual permit requests in the coming weeks/months as we plan for when access is again allowed;
- ALL playgrounds and fitness equipment are closed to the public until further notice.
- All outdoor parks, field preparation work, grounds cleanups and equipment maintenance and installation will continue, as scheduled.

### **Public Works/Engineering/Mechanics/Wastewater (401-886-8618 – 111 Peirce Street)**

- Administrative Offices are open to the public **By Appointment Only** (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- All normal work activities are continuing, as planned. Street sweeping, road work, tree work, fleet maintenance and other indoor/outdoor maintenance/repair and construction projects are underway and continuing during this time.
- Department is providing support in EMA and other COVID-19 related services.

- Trash and recycling collection will remain on its regular schedule for pickup.
- Yard Waste curbside collection shall RESUME on May 11<sup>th</sup>
- Bulky Items (mattresses/appliances) curbside collection shall RESUME on May 16<sup>th</sup> by appointment only – please call ahead at (401) 886-8621.
- Transfer Station regular hours and schedule resume May 9<sup>th</sup>.

#### **Fire Department (401-886-8686 - Station One, 284 Main Street)**

- Interim guidelines have been implemented for its internal personnel to safely detect and care for individuals suspected of having COVID -19. These guidelines will change as additional information is released from the CDC and RIDOH and are also applicable to protecting the well-being of the staff.
- Residential smoke detector inspections are being conducted under CDC guidelines.
- Department is continuing to offer a full complement of services traditionally offered, with less emphasis on calls of a non-emergency nature.
- Department is communicating with mutual aid partners to ensure necessary backup.

#### **Police Department (401-884-2244 – 176 First Avenue)**

- Interim guidelines have been implemented for its internal personnel to safely detect and care for individuals suspected of having COVID -19. These guidelines will change as additional information is released from the CDC and RIDOH.
- Internal protocols have been implemented to provide for the safety and protection of personnel.
  - DO NOT enter the building if you are sick. Most services, such as documentation, lost/stolen/missing items and other complaints can be handled over the phone. Please call Dispatch at 401-884-2244 and advise the Dispatcher what service(s) you need. Leave your name, contact information and reason for your call and a patrol officer will return your call.
  - V.I.N. Checks – Please call 401-884-2244 and advise the Dispatcher that you need a V.I.N. check. DO NOT come into the lobby. V.I.N. check protocol will be changing and you will be advised how to obtain a V.I.N. check. This service is being offered to residents only.
  - BACKGROUND CHECKS/FINGERPRINTING – ALL background checks and fingerprinting will be handled by calling 401-886-8629 (Holly Zenga) and leaving your call back information. DO NOT come into the lobby asking to speak to someone about obtaining these services. These will be handled by phone call only and for the time being only for E.G. residents.

- COURT ORDERED CUSTODY CHANGES – DO NOT come into the lobby. There is a dedicated video surveillance camera above the front door that will capture the exchange.
- POLICE COMMUNITY ROOM IS UNAVAILABLE UNTIL FURTHER NOTICE.

### Town Clerk's Office (401-886-8605 – 125 Main Street)

- Administrative Offices are open to the public **By Appointment Only** (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- ALL services will be managed by mail, on-line or over the phone as much as possible.
- Drop box located outside the office on the second floor for recordings, applications, payments, etc. AND CALL 401-886-8607 to confirm receipt or mail to P.O. Box 111, East Greenwich, RI 02818.
- **Land Records** (Deeds /Mortgages) ~ DIANNE POTTER (401) 886-8607
  - Mail originals to the Town Clerk's office, PO Box 111, East Greenwich, RI 02818 or deposit in lockbox outside office.
  - Internet Access to Land Records available on Town Clerk's webpage <http://ri-eastgreenwich.civicplus.com/186/Land-Evidence>
- **Elections and Voting** ~ ELAINE VESPIA (401) 886-8603
  - Mail Ballot Applications and Voter Registration Information <https://vote.sos.ri.gov/>
  - Presidential Preference Primary RESCHEDULED to June 2<sup>nd</sup>.
  - Mail ballot application deadline May 19<sup>th</sup>
  - Emergency mail ballot period begins May 20<sup>th</sup>
  - ONE polling place at Swift Community Center June 2nd
- **Probate Court** ~ DIANNE POTTER (401) 886-8607
  - \* Forms can be printed and mailed to PO Box 111, East Greenwich, RI 02818
  - \* Next session scheduled for May 21<sup>st</sup> @ 9AM
  - <http://www.eastgreenwichri.com/190/Probate-Court>
- **Municipal Court** ~ NANCY PHILLIPS (401) 886-8606
  - \* Parking tickets can be mailed in (cash/check) OR paid by credit card over the phone
  - \* Next court scheduled for June 25<sup>th</sup> @ 6PM
- **Vital Records** (Marriage, Birth and Death) ~ NANCY PHILLIPS (401) 886-8606
  - \* Forms can be found at <http://www.eastgreenwichri.com/191/Vital-Records>
  - \* Order directly from State DOH <https://health.ri.gov/records/>
- **Marriage Licenses** ~ NANCY PHILLIPS (401) 886-8606
  - \* Attempted on a case by case basis. BY APPOINTMENT ONLY.
  - <http://www.eastgreenwichri.com/187/Marriage-Licenses>

- **Dog Licenses** ~ MARYJO GREIG (401) 886-8602  
<http://www.eastgreenwichri.com/DocumentCenter/View/121/Dog-License-Application-PDF>
  - Renewing during month of April
  - Rabies clinic canceled. Contact your own veterinarian for rabies vaccine.
  - Residents unable to provide rabies vaccination certification during the renewal period will be given a one month extension.
- **Overnight Residential Parking Permits** ~ CONTACT MARYJO GREIG  
<http://www.eastgreenwichri.com/188/Licensing-and-Permits>
- **Business Licensing** ~ CONTACT ELAINE VESPIA (401) 886-8603

Special circumstances will be considered on a case by case basis by the Town Clerk, Leigh Carney (401-886-8604 or 401-261-7729 or [lcarney@eastgreenwichri.com](mailto:lcarney@eastgreenwichri.com) )

#### **Finance Department (401-886-8612 – 125 Main Street)**

- Administrative Offices are open to the public **By Appointment Only** (certain services not available; ALL customers are encouraged to continue to do business remotely and call each office before visiting).
- ALL services will be managed by mail, on-line or over the phone as much as possible.
- Drop box located outside the Courthouse Lane parking lot or outside the office on the first floor or mail to P.O. Box 111, East Greenwich, RI 02818.
- Tax Assessor's office is open to the public **By Appointment Only**. Tax Assessor, Anthony Davey, can be reached at (401-886-8614 – 111 Peirce Street). Please call in advance to have your questions answered and to limit in-person contact.

Special circumstances for in-person meetings will be considered on a case by case basis by the Finance Director, Patricia Sunderland (401-886-8609).

#### **Planning/Zoning Department (401-886-8645 - 111 Peirce Street)**

- Administrative offices are closed to the public. Emergencies will be handled by appointment only. PLEASE CALL FIRST.
- The standard practice of **scheduling an appointment** for Application Submittals remains in effect.

#### **School Department (401-398-1200 – Administration - 125 Main Street)**

- New student registrations being processed remotely until further notice. Email paperwork to Wendy Smith at [wsmith@egsd.net](mailto:wsmith@egsd.net) and visit <https://www.egsd.net/parents/student-enrollment-information>.

- Consistent with Governor Raimondo’s statewide emergency order, East Greenwich Public Schools are closed for the remainder of the school year.
- Distance learning is extended through the end of the school year.
- Chromebooks are available to those in need; email [chromebooksupport@egsd.net](mailto:chromebooksupport@egsd.net)
- Breakfast and Lunch Grab N’ Go Meals for ALL East Greenwich Public School Students 18 and under will be available through drive up service beginning Tuesday, March 17<sup>th</sup> from 11:30am to 12:30pm until further notice at Cole, Frenchtown and Eldredge Schools. Children must be present in order to receive meals [Additional Details](#);
- [LINK TO EAST GREENWICH SCHOOL DEPARTMENT](#)

**Substance Abuse Prevention and Mental Health Counseling (401-230-2246 or [rhoughtaling@eastgreenwichri.com](mailto:rhoughtaling@eastgreenwichri.com) )**

Mental health is always important, particularly in challenging times like these.

- Director Bob Houghtaling will be available to meet with clients at the Swift Community Center, 121 Peirce Street from 8:30am – 4:30pm (Monday - Friday). This service will be by appointment only. Call 401-230-2246 or email [rhoughtaling@eastgreenwichri.com](mailto:rhoughtaling@eastgreenwichri.com). Residents under the age of 18 will require parental permission;
- The focus is on individuals experiencing substance related conditions or mental health concerns;
- Articles and information through the Town website and local media will be provided about mental health, substance and stress related conditions, as well as inspirational messages;
- Mr. Houghtaling will also be conducting weekly walks through the community with residents in small groups of 3-4 to check in with neighbors and others that may be in need.

**East Greenwich Free Library (401-884-9510 – 82 Peirce Street)**

- Curbside/Contactless Pickup expanded from 8am to 2pm, Monday through Friday. Visit website for more details.
- Phone assistance available Tuesday, Wednesday and Saturday from 8am to 2pm at 401-231-2182.
- Access to many virtual on-line learning resources on website <https://www.eastgreenwichlibrary.org/>

**Business Community and General Gatherings**

- Governor Gina M. Raimondo and the Director of the RI Department of Health, Dr. Nicole Alexander-Scott announced that, effective March 17, there will be **NO** on premise food consumption for restaurants, bars, coffee shops, or other food establishments in Rhode Island. Establishments with a food license can continue to conduct pick-up, drive-thru and delivery only. Establishments with a Class B license are permitted to sell up to 2 bottles of wine and 144 ounces of beer and mixed drinks with take-out orders.
- Based on input received from the business community, on a temporary basis, relief is being provided to our local business community, from Ordinance 888, adopted on Oct. 15<sup>th</sup> 2019, Chapter 212 Solid Waste Management – Article VI Plastic Carry-out bags: This action is specifically designed to support the increased local efforts to expand take-out food options. The Town stands fully committed in support of the Plastic Bag ban and the increased use of reusable carryout bags, although in light of the circumstances we find ourselves and the pressures being placed on local business, in maintaining operations and in supplying our local community with prepared food and other needed products, this relief will support this effort, in support of the health and well-being of our community, until such time that the Emergency Declaration can be lifted in the coming months. At that time, the full force and effect of this Ordinance will again be in place and enforced.
- Should other forms of relief (in whatever form that may take) be considered a priority at this time, we ask that you please contact the Town Manager’s Office at 401-886-8665 for a discussion as to any viable options.
- Phase 1 Re-opening begins May 9
  - [State re-opening RI Non-critical Retail Guidance](#)
  - [Town Retail Re-opening Guidelines](#)
  - [State re-opening RI Restaurant Guidance](#)
  - [Town Restaurant Re-opening Guidelines](#)
  - [Town Manager’s Executive Order Temporary Expansion Service Area](#)
  - [Superior Court Business Recovery Plan](#)
  - [Summary of Open Settings](#)
  - [General Business Guidelines](#)
  - [ReOpeningRI.com](#)

## Town Meetings

- The Town is postponing all less critical committee meetings that are not as time sensitive to government operations, [please check the Town Web site for specific meeting updates;](#)
- The Town is preparing for increased use of live streaming capabilities to host Town Council, Planning and Zoning Board and School Committee

meetings and working on options to receive remote public participation and possible tele-conferencing. Additional updates will be forthcoming on this subject.

### **Crowd Size/Gatherings**

This information has been changing rapidly and we urge you to check back frequently for current guidance.

- The Governor and Dr. Alexander-Scott also directed all Rhode Islanders not to host or attend gatherings of five (5) people or more;
- Effective March 22 – May 23, 2020, gatherings of five (5) people or more are prohibited in Rhode Island. Gatherings subject to this order include, but are not limited to, community, civic, public, leisure, or faith-based events, sporting events with spectators, concerts, conventions, fundraisers, parades, fairs, festivals, and any other similar activity that brings together five (5) people or more.
- Public recreation and entertainment establishments shall cease in-person operations.
- All close-contact businesses (businesses which cannot maintain social distancing with their customers) shall cease in-person operations.

### **Revised Town Government Personnel Policies**

We are here to serve the people of East Greenwich throughout this pandemic. We will continue to serve our residents while taking every measure possible to ensure the safety of our staff and the people who interact with our staff.

- The majority of our staffing is made up of essential employees that do not work directly in contact with larger groups from the general public;
- All public safety officials are essential Police/Fire/EMS, along with senior administrative personnel, Public Works, EMA, and Parks personnel.
- Town Hall will remain open during regular business hours for as long as possible with restricted access to walk-in customers.
- Administrative employees will continue to work in all departments, with the possibility of streamlining the number of staff working at any one time;
- The next phase of scale down, if required, may include reduced hours, or the closing of smaller offices;
- Evaluate policies to rotate employees to minimize staff interactions;
- Employees that are showing any signs of being sick are directed to use sick leave and stay home.
- [New HR Emergency Personnel Policies COVID-19](#)



## Miscellaneous

- Important Budget Dates:
  - May 15<sup>th</sup> - copy of the proposed Town budget for Fiscal Year 2020-2021 available for review at Town Hall, 125 Main Street, and website at [www.eastgreenwichri.com](http://www.eastgreenwichri.com)
  - May 18<sup>th</sup> – Town Council Special Meeting budget workshop
  - May 26<sup>th</sup> – Town Council Joint Meeting with School Committee on proposed budget
  - June 24<sup>th</sup> – final date for budget adoption
- Memorial Day Parade cancelled; replacing with virtual community event  
[PRESS RELEASE](#)

**The General Policy moving forward is for everyone to please call in advance of coming to Town Hall to get the most up to date information on accessing various forms/types of public services.**

Thank you.